

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
July 2, 2024**

DRAFT

[Hybrid meeting]

MEMBERS PRESENT: Tim George
Jeff Schulman
Helen Riehle
Greg Shepler
Chip Mason
Bryn Oakleaf

MEMBERS ABSENT: Robin Guillian

BTV STAFF PRESENT: Nic Longo, Director of Aviation
Marie Friedman, Director of Finance
Larry Lackey, Director of Engineering & Environmental Compliance
Dave Carman, Director of Aviation Operations
Jeff Bartley, Director of Innovation & Marketing
Hannah Dusablon, Executive Assistant

OTHERS PRESENT: Assistant City Attorney, Burlington Taxi Administrator,
members of the Vehicle for Hire Board, Channel 17

1.0 CALL TO ORDER

Aviation Director, Nic Longo, opened the meeting at 4 PM and facilitated election of the Aviation Commission Chair. Those attending remotely were acknowledged.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Greg Shepler, SECOND by Chip Mason, to approve the agenda as presented. VOTING: unanimous (6-0); motion carried.

2.02 Election of Chair

MOTION by Jeff Schulman, SECOND by Helen Riehle, to nominate Tim George as Chair of the Burlington Aviation Commission. There were no other nominations.
VOTING: unanimous (6-0); motion carried.

Tim George is Aviation Commission Chair and assumed facilitation of the meeting.

2.03 Election of Vice Chair

MOTION by Helen Riehle, SECOND by Chip Mason, to nominate Jeff Schulman as Vice Chair of the Burlington Aviation Commission. There were no other nominations.
VOTING: unanimous (6-0); motion carried.

Jeff Schulman is Aviation Commission Vice Chair.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Minutes: June 5, 2024

MOTION by Jeff Schulman, SECOND by Helen Riehle, to approve the consent agenda as presented. VOTING: unanimous (6-0); motion carried.

5.0 ACTION ITEMS

5.01 Jones Payne Lease Agreement

MOTION by Jeff Schulman, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council to approve the lease agreement with Jones Payne Group, Inc. for space at the airport as outlined

DISCUSSION:

- **Staff explained the space leased currently and in the future to the consultant working with the airport.**

VOTING: unanimous (6-0); motion carried.

5.02 Eagle Drive Paving Contract

MOTION by Helen Riehle, SECOND by Jeff Schulman, to recommend to the Board of Finance and City Council to approve the contract with ECI for roadwork on Aviation Avenue and Eagle Drive as outlined.

DISCUSSION:

- **Staff explained paving work to be done on Aviation Avenue and Eagle Drive at the airport.**

VOTING: unanimous (6-0); motion carried.

5.03 Marketing and Promotional Services Contract

MOTION by Jeff Schulman, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council to approve the contract with Hagan Associates for marketing and promotional services as outlined.

DISCUSSION:

- **Staff explained the five year contract with Hagan Associates. The firm is already working with the airport.**
- **There was discussion of the air carrier incentive program.**

VOTING: unanimous (6-0); motion carried.

6.0 TAXI ORDINANCE UPDATES

The Aviation Commission gave feedback on proposed changes to the Taxi Ordinance that included use of a taxi meter, credit card payment of fares, and having members of TEUC participate in meetings of the Vehicle for Hire Board when necessary in order to form a quorum. Feedback on the proposed changes to the ordinance included clarifying the language relative to payment of fares with cash or credit card to avoid confusion and establishing a driver incentive program, such as “Driver of the Month” recognition. The

Aviation Council was in support of the proposed changes and communicating the feedback that was provided.

7.0 CONSTRUCTION UPDATE

In addition to the written construction update provided to the Airport Commission, staff highlighted the following:

- The airport received the full timber grant (\$1.78 million) for wood elements in Project Next.
- An update on the status of grants and projects was given.

8.0 FINANCIAL UPDATE

In addition to the written financial update provided to the Airport Commission, staff highlighted the following:

- Year to date revenues are at \$24.77 million. Operating revenues are strong.
- Expenses are at \$16.17 million due to repair and maintenance projects.
- Cash account holds \$6.4 million. The airport does not owe the City any money.
- AIP receivables are \$6.66 million.

9.0 NOISE COMPATIBILITY PROGRAM UPDATE

Staff reported:

- Update of the Noise Exposure Map is on track. Information will be available to the public in the fall after the next Technical Advisory Committee meeting.
- Work continues on houses in the Residential Sound Insulation Program.

10.0 AVIATION DIRECTOR'S REPORT

Aviation Director Longo reported:

- Breeze Airlines has added a flight to Fort Myers, Florida making this the fifth destination from Burlington with Breeze.
- United to Denver service will resume in September.
- The airport participated in the recent "Touch-a-Truck" event in South Burlington.
- Airport staff gave a presentation on the airport to the Realtor Group.
- The recent incident with the hangar suppression system at the Army Guard building at the airport is being handled by the Army National Guard not the airport. Airport staff is monitoring the cleanup. The public can contact the Army Guard for more specific information on the cleanup.
- General Aviation planes are using 100 low lead fuel. There is more information on aviation fuel on the FAA website.
- A group of international delegates will be visiting the airport in July to tour airport security systems in place.
- Annual FAA inspection of the airport is upcoming in July.
- Employee appreciation night is scheduled for July 5th at the Lake Monsters baseball game.
- Scheduled seat numbers remain strong and extremely positive. There are fewer landings because larger aircraft are being used.

11.0 COMMISSIONER ITEMS

Bryn Oakleaf announced the new representative to the Aviation Commission for Winooski will begin in August.

12.0 FOLLOW UP ITEMS

None.

13.0 EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Helen Riehle, SECOND by Jeff Schulman, to find that premature public knowledge of information concerning contract negotiations regarding BTV Hotel, LLC would clearly place the City at a substantial disadvantage with such negotiations. VOTING: unanimous (6-0); motion carried.

MOTION by Jeff Schulman, SECOND by Helen Riehle, based on the finding above and pursuant to 1VSA313(a)(1)(A) to go into Executive Session to receive confidential updates on contract negotiations regarding BTV Hotel, LLC, invite airport staff to attend, and adjourn the regular meeting as no action is expected following Executive Session. VOTING: unanimous (6-0); motion carried.

Chip Mason recused himself from the Executive Session discussion.

The regular meeting was adjourned and Executive Session convened at 5:51 PM.

RScty by tape: MERiordan